

WD 05-2261 (Rev.-19) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Daniel W. Simms	Division of	Wage Determination No.: 2005-2261
Director	Wage Determinations	Revision No.: 19
		Date Of Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

This wage determination applies to the following counties in MASSACHUSETTS: BERKSHIRE, FRANKLIN, HAMPDEN, HAMPSHIRE, and WORCESTER Excluding the cities and towns in Boston, Worcester, Pawtucket-Woonsocket-Attleboro metropolitan areas listed below:

WORCESTER County: Auburn, Barre, Berlin, Blackstone, Bolton, Boylston, Brookfield, Charlton, Clinton, Douglas, Dudley, East Brookfield, Grafton, Harvard, Holden, Hopedale, Lancaster, Leicester, Mendon, Milford, Millbury, Millville, Northborough, Northbridge, North Brookfield, Oxford, Paxton, Princeton, Rutland, Shrewsbury, Southborough, Spencer, Sterling, Sutton, Upton, Uxbridge, Webster, Westborough, West Boylston, and Worcester.

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.32
01012 - Accounting Clerk II		17.19
01013 - Accounting Clerk III		19.23
01020 - Administrative Assistant		23.97
01040 - Court Reporter		19.14
01051 - Data Entry Operator I		13.78
01052 - Data Entry Operator II		14.81
01060 - Dispatcher, Motor Vehicle		19.14
01070 - Document Preparation Clerk		14.97
01090 - Duplicating Machine Operator		14.97
01111 - General Clerk I		14.46
01112 - General Clerk II		15.90
01113 - General Clerk III		17.86
01120 - Housing Referral Assistant		21.57
01141 - Messenger Courier		12.52
01191 - Order Clerk I		14.02
01192 - Order Clerk II		15.35
01261 - Personnel Assistant (Employment) I		16.04
01262 - Personnel Assistant (Employment) II		17.96
01263 - Personnel Assistant (Employment) III		20.01
01270 - Production Control Clerk		20.45
01280 - Receptionist		15.36

01290	- Rental Clerk	16.25
01300	- Scheduler, Maintenance	17.30
01311	- Secretary I	17.30
01312	- Secretary II	19.35
01313	- Secretary III	21.57
01320	- Service Order Dispatcher	17.79
01410	- Supply Technician	23.97
01420	- Survey Worker	18.55
01531	- Travel Clerk I	13.24
01532	- Travel Clerk II	14.43
01533	- Travel Clerk III	15.70
01611	- Word Processor I	14.97
01612	- Word Processor II	16.25
01613	- Word Processor III	19.14
05000	- Automotive Service Occupations	
05005	- Automobile Body Repairer, Fiberglass	17.86
05010	- Automotive Electrician	17.80
05040	- Automotive Glass Installer	17.13
05070	- Automotive Worker	17.13
05110	- Mobile Equipment Servicer	15.78
05130	- Motor Equipment Metal Mechanic	18.52
05160	- Motor Equipment Metal Worker	17.13
05190	- Motor Vehicle Mechanic	18.52
05220	- Motor Vehicle Mechanic Helper	15.03
05250	- Motor Vehicle Upholstery Worker	16.47
05280	- Motor Vehicle Wrecker	17.13
05310	- Painter, Automotive	17.80
05340	- Radiator Repair Specialist	17.13
05370	- Tire Repairer	13.23
05400	- Transmission Repair Specialist	18.52
07000	- Food Preparation And Service Occupations	
07010	- Baker	12.64
07041	- Cook I	14.67
07042	- Cook II	16.10
07070	- Dishwasher	10.37
07130	- Food Service Worker	10.44
07210	- Meat Cutter	19.73
07260	- Waiter/Waitress	10.51
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	17.24
09040	- Furniture Handler	12.35
09080	- Furniture Refinisher	16.97
09090	- Furniture Refinisher Helper	14.32
09110	- Furniture Repairer, Minor	15.70
09130	- Upholsterer	16.97
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	12.64
11060	- Elevator Operator	12.64
11090	- Gardener	17.03
11122	- Housekeeping Aide	13.56
11150	- Janitor	13.56
11210	- Laborer, Grounds Maintenance	14.50
11240	- Maid or Houseman	10.09
11260	- Pruner	13.37
11270	- Tractor Operator	16.69
11330	- Trail Maintenance Worker	14.50
11360	- Window Cleaner	14.70
12000	- Health Occupations	
12010	- Ambulance Driver	17.50
12011	- Breath Alcohol Technician	20.78
12012	- Certified Occupational Therapist Assistant	22.14
12015	- Certified Physical Therapist Assistant	23.84

12020 - Dental Assistant	16.09
12025 - Dental Hygienist	31.36
12030 - EKG Technician	27.63
12035 - Electroneurodiagnostic Technologist	27.93
12040 - Emergency Medical Technician	17.50
12071 - Licensed Practical Nurse I	18.56
12072 - Licensed Practical Nurse II	20.78
12073 - Licensed Practical Nurse III	23.17
12100 - Medical Assistant	15.14
12130 - Medical Laboratory Technician	17.91
12160 - Medical Record Clerk	16.29
12190 - Medical Record Technician	18.24
12195 - Medical Transcriptionist	16.45
12210 - Nuclear Medicine Technologist	35.67
12221 - Nursing Assistant I	10.13
12222 - Nursing Assistant II	11.40
12223 - Nursing Assistant III	12.43
12224 - Nursing Assistant IV	13.95
12235 - Optical Dispenser	20.29
12236 - Optical Technician	16.83
12250 - Pharmacy Technician	13.57
12280 - Phlebotomist	13.95
12305 - Radiologic Technologist	27.64
12311 - Registered Nurse I	29.56
12312 - Registered Nurse II	36.16
12313 - Registered Nurse II, Specialist	36.16
12314 - Registered Nurse III	45.75
12315 - Registered Nurse III, Anesthetist	43.75
12316 - Registered Nurse IV	52.44
12317 - Scheduler (Drug and Alcohol Testing)	23.87
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.83
13012 - Exhibits Specialist II	22.02
13013 - Exhibits Specialist III	26.95
13041 - Illustrator I	17.79
13042 - Illustrator II	22.02
13043 - Illustrator III	26.95
13047 - Librarian	24.40
13050 - Library Aide/Clerk	14.25
13054 - Library Information Technology Systems Administrator	22.02
13058 - Library Technician	15.39
13061 - Media Specialist I	15.26
13062 - Media Specialist II	16.95
13063 - Media Specialist III	18.89
13071 - Photographer I	13.95
13072 - Photographer II	18.37
13073 - Photographer III	22.37
13074 - Photographer IV	27.72
13075 - Photographer V	35.87
13110 - Video Teleconference Technician	18.56
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.66
14042 - Computer Operator II	16.96
14043 - Computer Operator III	18.59
14044 - Computer Operator IV	21.25
14045 - Computer Operator V	23.54
14071 - Computer Programmer I	(see 1) 21.27
14072 - Computer Programmer II	(see 1) 26.34
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)

14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		14.66
14160 - Personal Computer Support Technician		21.25
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		29.46
15020 - Aircrew Training Devices Instructor (Rated)		35.67
15030 - Air Crew Training Devices Instructor (Pilot)		42.73
15050 - Computer Based Training Specialist / Instructor		29.46
15060 - Educational Technologist		29.66
15070 - Flight Instructor (Pilot)		42.73
15080 - Graphic Artist		23.96
15090 - Technical Instructor		20.74
15095 - Technical Instructor/Course Developer		25.39
15110 - Test Proctor		16.76
15120 - Tutor		16.76
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		10.08
16030 - Counter Attendant		10.08
16040 - Dry Cleaner		12.86
16070 - Finisher, Flatwork, Machine		10.08
16090 - Presser, Hand		10.08
16110 - Presser, Machine, Drycleaning		10.08
16130 - Presser, Machine, Shirts		10.08
16160 - Presser, Machine, Wearing Apparel, Laundry		10.08
16190 - Sewing Machine Operator		14.04
16220 - Tailor		15.16
16250 - Washer, Machine		10.97
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		18.41
19040 - Tool And Die Maker		21.27
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		18.98
21030 - Material Coordinator		21.04
21040 - Material Expediter		21.04
21050 - Material Handling Laborer		14.54
21071 - Order Filler		12.84
21080 - Production Line Worker (Food Processing)		18.98
21110 - Shipping Packer		14.41
21130 - Shipping/Receiving Clerk		14.41
21140 - Store Worker I		11.88
21150 - Stock Clerk		15.10
21210 - Tools And Parts Attendant		18.98
21410 - Warehouse Specialist		18.98
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		24.81
23021 - Aircraft Mechanic I		23.95
23022 - Aircraft Mechanic II		24.81
23023 - Aircraft Mechanic III		25.70
23040 - Aircraft Mechanic Helper		20.35
23050 - Aircraft, Painter		23.13
23060 - Aircraft Servicer		21.20
23080 - Aircraft Worker		22.10
23110 - Appliance Mechanic		18.38
23120 - Bicycle Repairer		13.23
23125 - Cable Splicer		27.01
23130 - Carpenter, Maintenance		20.80
23140 - Carpet Layer		21.42
23160 - Electrician, Maintenance		22.95
23181 - Electronics Technician Maintenance I		20.19
23182 - Electronics Technician Maintenance II		21.01
23183 - Electronics Technician Maintenance III		22.14

23260 - Fabric Worker	19.38
23290 - Fire Alarm System Mechanic	20.45
23310 - Fire Extinguisher Repairer	18.29
23311 - Fuel Distribution System Mechanic	21.46
23312 - Fuel Distribution System Operator	18.23
23370 - General Maintenance Worker	18.38
23380 - Ground Support Equipment Mechanic	23.95
23381 - Ground Support Equipment Servicer	21.20
23382 - Ground Support Equipment Worker	22.10
23391 - Gunsmith I	18.29
23392 - Gunsmith II	20.35
23393 - Gunsmith III	22.12
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.37
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	24.21
23430 - Heavy Equipment Mechanic	20.92
23440 - Heavy Equipment Operator	24.55
23460 - Instrument Mechanic	24.22
23465 - Laboratory/Shelter Mechanic	21.19
23470 - Laborer	14.54
23510 - Locksmith	22.94
23530 - Machinery Maintenance Mechanic	19.05
23550 - Machinist, Maintenance	19.18
23580 - Maintenance Trades Helper	14.32
23591 - Metrology Technician I	24.22
23592 - Metrology Technician II	25.06
23593 - Metrology Technician III	25.99
23640 - Millwright	20.16
23710 - Office Appliance Repairer	20.59
23760 - Painter, Maintenance	17.79
23790 - Pipefitter, Maintenance	23.85
23810 - Plumber, Maintenance	21.14
23820 - Pneudraulic Systems Mechanic	22.12
23850 - Rigger	22.12
23870 - Scale Mechanic	20.35
23890 - Sheet-Metal Worker, Maintenance	21.02
23910 - Small Engine Mechanic	17.67
23931 - Telecommunications Mechanic I	27.98
23932 - Telecommunications Mechanic II	29.00
23950 - Telephone Lineman	24.55
23960 - Welder, Combination, Maintenance	20.28
23965 - Well Driller	21.45
23970 - Woodcraft Worker	22.12
23980 - Woodworker	16.56
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.31
24580 - Child Care Center Clerk	15.37
24610 - Chore Aide	11.18
24620 - Family Readiness And Support Services Coordinator	14.79
24630 - Homemaker	18.54
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.51
25040 - Sewage Plant Operator	20.96
25070 - Stationary Engineer	21.51
25190 - Ventilation Equipment Tender	16.41
25210 - Water Treatment Plant Operator	20.96
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.14
27007 - Baggage Inspector	13.41
27008 - Corrections Officer	21.96

27010 - Court Security Officer	21.81
27030 - Detection Dog Handler	18.61
27040 - Detention Officer	21.96
27070 - Firefighter	20.89
27101 - Guard I	13.41
27102 - Guard II	18.61
27131 - Police Officer I	21.81
27132 - Police Officer II	23.77
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.07
28042 - Carnival Equipment Repairer	10.48
28043 - Carnival Equipment Worker	9.57
28210 - Gate Attendant/Gate Tender	13.79
28310 - Lifeguard	11.53
28350 - Park Attendant (Aide)	15.44
28510 - Recreation Aide/Health Facility Attendant	11.27
28515 - Recreation Specialist	14.83
28630 - Sports Official	12.28
28690 - Swimming Pool Operator	15.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	21.02
29020 - Hatch Tender	21.02
29030 - Line Handler	21.02
29041 - Stevedore I	20.02
29042 - Stevedore II	21.90
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.10
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.96
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.69
30021 - Archeological Technician I	17.24
30022 - Archeological Technician II	18.64
30023 - Archeological Technician III	23.06
30030 - Cartographic Technician	23.06
30040 - Civil Engineering Technician	23.00
30061 - Drafter/CAD Operator I	16.64
30062 - Drafter/CAD Operator II	18.63
30063 - Drafter/CAD Operator III	20.75
30064 - Drafter/CAD Operator IV	25.54
30081 - Engineering Technician I	14.62
30082 - Engineering Technician II	16.92
30083 - Engineering Technician III	18.98
30084 - Engineering Technician IV	23.51
30085 - Engineering Technician V	28.77
30086 - Engineering Technician VI	34.25
30090 - Environmental Technician	22.78
30210 - Laboratory Technician	22.33
30240 - Mathematical Technician	23.06
30361 - Paralegal/Legal Assistant I	18.00
30362 - Paralegal/Legal Assistant II	22.31
30363 - Paralegal/Legal Assistant III	27.29
30364 - Paralegal/Legal Assistant IV	33.00
30390 - Photo-Optics Technician	23.06
30461 - Technical Writer I	22.78
30462 - Technical Writer II	27.86
30463 - Technical Writer III	33.73
30491 - Unexploded Ordnance (UXO) Technician I	24.85
30492 - Unexploded Ordnance (UXO) Technician II	30.07
30493 - Unexploded Ordnance (UXO) Technician III	36.04
30494 - Unexploded (UXO) Safety Escort	24.85
30495 - Unexploded (UXO) Sweep Personnel	24.85
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 20.75

30621 - Weather Observer, Senior	(see 2)	22.78
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		11.17
31030 - Bus Driver		15.99
31043 - Driver Courier		15.73
31260 - Parking and Lot Attendant		10.08
31290 - Shuttle Bus Driver		16.81
31310 - Taxi Driver		11.59
31361 - Truckdriver, Light		16.81
31362 - Truckdriver, Medium		17.90
31363 - Truckdriver, Heavy		19.31
31364 - Truckdriver, Tractor-Trailer		19.31
99000 - Miscellaneous Occupations		
99030 - Cashier		11.31
99050 - Desk Clerk		12.20
99095 - Embalmer		26.05
99251 - Laboratory Animal Caretaker I		13.75
99252 - Laboratory Animal Caretaker II		14.19
99310 - Mortician		29.67
99410 - Pest Controller		16.50
99510 - Photofinishing Worker		12.67
99710 - Recycling Laborer		15.78
99711 - Recycling Specialist		18.20
99730 - Refuse Collector		14.56
99810 - Sales Clerk		11.83
99820 - School Crossing Guard		11.70
99830 - Survey Party Chief		19.16
99831 - Surveying Aide		12.55
99832 - Surveying Technician		17.19
99840 - Vending Machine Attendant		16.75
99841 - Vending Machine Repairer		19.82
99842 - Vending Machine Repairer Helper		16.75

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.